## Attachments & Corrections

**Attaching Documentation**

1. To attach supporting documentation (timesheets, expense receipts, etc.), click “Create Document” and then click on the “Misc. Info” tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the “Attachments” drop down box.
3. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.
4. Click on the “Open” button.
5. Click “Continue”. Your attachment will appear in the “Attachments” drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB. Click on the “Header” tab to return to the document. Click the “Submit” button.

**Corrections before Submission**

1. If after reviewing the invoice and receiving report information you notice an inaccuracy, click “Return”. This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click “Create Document” then “Submit” on the “Header” tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.
3. If additional invoices or receiving reports are to be created, choose “Return”. This will take you back to the initial WAWF input screen.

## Training & Information

**WAWF Production Site**
https://wawf.eb.mil

**Web-Based Training Site**
http://www.wawftraining.com

**WAWF Practice Site**
https://wawftraining.eb.mil

**Navy WAWF Assistance Line**
1-800-559-WAWF (9293)

**Navy WAWF Quick References**
http://acquisition.navy.mil/navyaos/content/view/full/3521

**DISA Ogden Help Desk**
1-866-618-5988
cscassig@csd.disa.mil

# WAWF
## Quick Reference

# Creating a Document from Template

Created by Universal Consulting for the
US Navy

# Creating a Document from Template

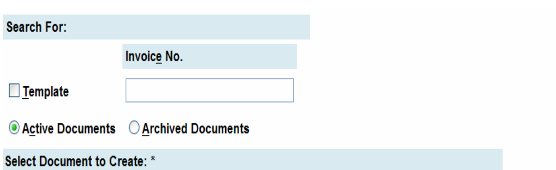
Vendors have the capability to use a **previously submitted document** as a template on Submission of a new document.

## Getting Started

1. Go to the WAWF Production Site at https://wawf.eb.mil
2. Click on "Logon" and type your user ID and Password and click "Submit".
3. Click the "Vendor" link on the left side of the screen.
4. Click on the sub-link for "Create New Document".
5. Type in contract number and delivery order number (if applicable).
6. Select the CAGE Code for your company from the drop down box and click continue.

Note: If the contract data for the contract number you entered is not available in NAFI/EDA, contact your contracting office.

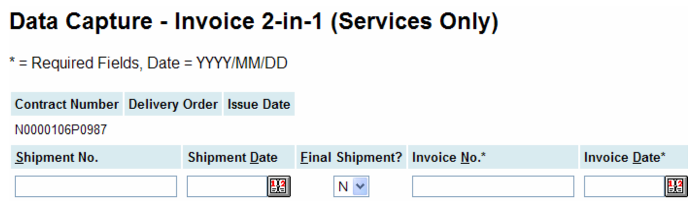
7. Enter the Pay DoDAAC, and click "Continue".
8. Click on the radio button to select the document type and check the "Template" box to create the invoice from a previous invoice. Input the Document (Shipment / Invoice / Voucher) Number of the requested template documents. Click "Continue".




9. The database is queried for a list of available documents based on information provided and the listing of documents displays. Select a document and click "Continue".

## Routing Information

10. After the template document has been selected and the page submitted, the routing codes are displayed. Either change these codes or confirm that these are the codes desired on the new document.

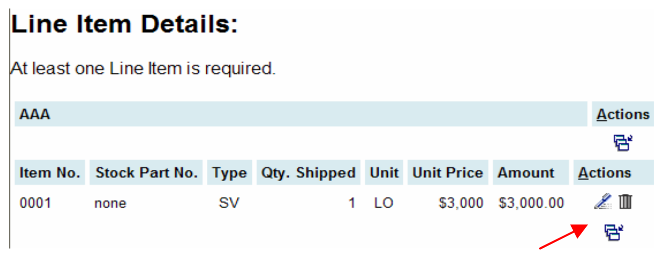



## Header Tab

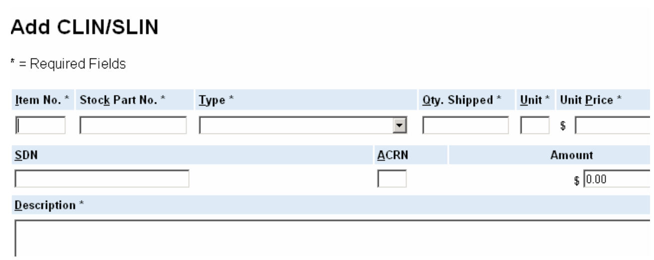
11. Type shipment number, shipment date, invoice number and invoice date as required.

## Line Item Tab

12. Click on the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the lower icon under "Actions" to add or edit a line item.




13. Update the line item information if necessary.




## Discounts Tab (Optional)

14. Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the "Save Discount" button.


## Comments Tab (Optional)

15. Click the "Comments" tab if you would like to add a comment.

## Misc. Amounts Tab (Optional)

16. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

## Submitting the Document

Note: For the "Template" function, please verify the information that is pre-populated before submitting the document.

17. Click the "Header" tab to return to the data capture screen.
18. Click "Create Document" and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the Combo invoice.
19. When everything is correct, click Submit" (first for the invoice, then for the receiving report). You will receive two email notifications (one for the invoice and one for the receiving report).
20. You will get a screen that says your documents were submitted successfully. There is a blue hyperlink on this page entitled "Send additional email notifications" and you can click this link if you'd like to add anyone's email address for distribution.